



# The College of Physicians of Philadelphia

BIRTHPLACE OF AMERICAN MEDICINE®

Title: Lectures and Events Coordinator  
Department: Advancement  
Supervisors: Manager of Lectures and Events and Chief Advancement Officer (for administrative purposes)  
Exemption: Exempt  
Schedule: Monday – Friday; With Significant Evening and Weekend Work  
Date Revised: December 20, 2021

## About The College of Physicians of Philadelphia

Founded in 1787, The College of Physicians of Philadelphia is one of the oldest professional medical organizations in the country and home to: the Mütter Museum, the Historical Medical Library, HistoryofVaccines.org, a dynamic Center for Education, a full calendar of public events, and a busy facilities rental calendar. We are extremely proud of our mission *to advance the cause of health while upholding the ideals and heritage of medicine.*

## FUNCTIONS OF POSITION:

Under direct supervision of the Manager of Lectures and Events, this position supports the planning and execution of the College's lectures and events to include educational lectures (including those of the College's thematic Sections) and social/special events. The total number of annual events ranges from 60 to 70. The Lectures and Events Coordinator works closely with the Facilities Rental office on logistical specifications for all lectures and events, and helps maintain the College's lectures and events calendar. The position also provides event marketing support by organizing and distributing promotional messages *via* email and social media, in addition to creating print programs and signage relating to events, and provides general data collection and administrative support, as requested. Significant evening and weekend work is required.

## TRAINING, SKILLS AND EXPERIENCE GUIDELINES:

- BA or BS desired, preferably in a related field such as hospitality, museum studies, or nonprofit management
- At least one year's experience with event planning required
- At least one year's experience working in a non-profit organization preferred
- Effective communication and interpersonal skills
- Good writing and editing skills
- Ability to prioritize, plan, organize and multi-task (critical to success in position)
- Ability to take initiative and "think on your feet" (critical to success in position)
- Demonstrated ability to thrive in a demanding environment with multiple priorities, deadlines, and expectations
- Excellent administrative skills and attention to detail

- Experience using Microsoft Office Suite, Adobe Creative Suite, MailChimp (or similar), and social media strongly preferred
- Prior responsibility handling money preferred
- Ability to work both remotely and on-site at the College, as necessary

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Lectures and Events**

**Planning and Implementation (75%)**

- Assists in the planning and implementation of the College’s educational and social events
- With Manager of Lecture and Events, inputs all College sponsored lectures and events, and staff meetings in the room rental Outlook calendar, closely coordinating with facilities rental office
- Assists in the creation of new events for Mütter Members and other social events
- Handles administrative paperwork for events in a timely manner
- Posts all events on College and Museum websites, Altru, and social media outlets
- Tracks/communicates weekly RSVP to selected staff
- Assists Manager of Lectures and Events during events
- Completes post event reports and maintains regular event data collection
- Other duties, as assigned

**Marketing (25%)**

- Assists Director of Communications and Manager of Lectures and Events with the creation and distribution of promotional materials, physical and electronic, for College lectures and events
- Works with the Director of Communications and Manager of Lectures and Events to develop and maintain a back-end calendar for programmatic promotions
- Other duties, as assigned

**Physical Demands**

This section outlines the amount of time spent on the following physical activities. Definitions below indicate the frequency of occurrence.

None: Person does not perform activity.

Frequently: Person does activity 34% to 66% of time.

Occasionally: Person does activity up to 33% of time.

Continuously: Person does activity 67% to 100% of time.

Activity	None	Occasionally	Frequently	Continuously
Standing		X		
Sitting			X	
Repetitive Hand Motion		X		
Climbing stairs			X	
Reaching/Working Overhead		X		
Climbing or balancing		X		
Stooping, kneeling		X		

Does job generally require that weight be lifted, or physical force be exerted? Yes \_\_\_ No X

Activity	None	Occasionally	Frequently	Continuously
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			

**JOB CLASSIFICATION:** Full-time, exempt

**Salary/Benefits:** This full-time position will receive a competitive non-profit salary with a generous benefits package. The salary range is between \$35,000 and \$40,000 *per* year.

**To Apply:** Please **email** cover letter and resume to: [events@collegeofphysicians.org](mailto:events@collegeofphysicians.org).

Required Subject Line: "Lectures and Events Coordinator Position 2021."

No phone calls please.

Application deadline is Friday, January 14<sup>th</sup>, 2022 and the position begins on or about February 1, 2022.

**The College of Physicians of Philadelphia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**